



# **2007 International Air Cadet Exchange Wing Hosting Guide**

**Headquarters Civil Air Patrol  
Maxwell Air Force Base, Alabama**



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## INTRODUCTION

The International Air Cadet Exchange is one of the most important, fun, and educational National Cadet Special Activities that we do. Its high visibility nationally and internationally warrants its special attention by everyone in the wing. We thank you for committing yourselves to this worthy activity.

The wing project officer for hosting has a special responsibility to make the stay of the international cadets' among the most memorable experiences of their lives. In conscientiously fulfilling that responsibility the host wing project officer also makes it one of the most memorable and enjoyable events for the Wing. Careful advance planning and American hospitality are key to making hosting a group of IACE cadets a rewarding experience for all that are involved. This Guide is prepared to assist you in both of these areas.

If you have a cadets and/or senior members in your wing that have been on the exchange, call on their experience in planning the hosting by your wing. You will find that every country has made sure that our cadets who visit them have received the finest hospitality, have been immersed in their culture, and have had exciting aviation opportunities. We need to provide the same for them. This is where our former exchange participants can help. They have been there and they know what was done for them. Flying activities, visiting aviation facilities, and socializing with our cadets are the things that will make it a memorable experience for the international cadets.

By the same token, hosting an IACE delegation is an incredible opportunity for cadets and seniors who have not yet traveled abroad to get a taste of foreign cultures. Just as we share our culture with our guests, they share elements of their culture with us during their stay. We encourage you to take full advantage of their stay to learn more about their lands and ways of life.

Becoming a host wing is a very special trust: beyond providing food, shelter, activities, and transportation; you are CAP's emissary to some of the best cadets and escorts that our international partners have produced. You will represent to them the best of America.

Good luck and enjoy to the fullest this exceptional opportunity for your wing.

## IACE BACKGROUND

The International Air Cadet Exchange is an annual exchange of visits by air-minded youth of the U.S., Canada, Europe, the Middle East, Africa, East Asia, and the Pacific with the objective of promoting international understanding, goodwill, and fellowship among the youth of the world.



Civil Air Patrol's participation in the exchange began in 1947 with the arrangements for an exchange of cadets between the CAP and the Air Cadet League of Canada. Since the first exchange of cadets during the summer of 1948, the program has continued to expand. The President of the United States, members of Congress, and the heads of many foreign countries have publicly commended IACE. This program has frequently been cited as a significant contribution toward better understanding among the youth of the world. CAP, the official auxiliary of the United States Air Force, has sponsored U.S. participation in the exchange since its beginning by arranging housing accommodations, travel itineraries, and educational, recreational and social activities for the foreign cadets while they are in the United States. The hosting organizations of the participating countries also perform these same services for the American cadets. Visits to the U.S. and abroad are just over two weeks in length and provide the cadets an opportunity to visit many areas of their host countries. Cadets visiting the U.S. are hosted by CAP units in the various states. In addition, most are given a special tour of our Nation's Capital.



Arlington National Cemetery

# PLANNING FOR THE EXCHANGE

## Host Wing Obligations

A successful exchange requires early and detailed planning.

The wing project officer is key to successfully hosting the exchange. To help ensure a smooth exchange, the wing's plan should include the following:

- a. A selection of a project **team** to help with the hosting. The project officer cannot do it alone.
- b. Development of a schedule and list of activities, places to visit, and opportunities to meet our own cadets.
- c. A system of lodging that includes host families, military lodging, commercial lodging, or a combination of these.
- d. A transportation plan with back up capability.
- e. Additional fundraising sources and activities.

While the Cadets and Escorts are in your Wing, **it is your responsibility to provide them with food, housing, and recreation at no charge to them.** The only money they should have to spend is for souvenirs and personal items.

Planning for the exchange a broad and complex activity. To get the best results from your hosting experience, it is best that you begin the planning process during the autumn before the summer in which you plan to host. This will give you ample time to assemble your team, plan activities, identify your host families, plan your budget, conduct fundraising activities, and secure the necessary wing and region resources.



If possible, employ a team member to build a website with information and photos of your program that your international guests can access before they come. Many of our guests do not know what to expect; they may not be aware of the local climate, local culture, local cuisine, types of activities, or other items. Such a website can include information on all of these items. And, should your planned schedule change after the formal schedule is posted



Getting to know one another at Paramount Theme Park.

to the IACEA website, your web site can be a great place to keep your guests informed. If you chose to construct a website, please e-mail is ([iace@cap.gov](mailto:iace@cap.gov)) with the link so that we can also link to it.

PLEASE NOTE: CONFIRMED, TYPED, REPRODUCIBLE PROGRAMS MUST REACH HQ CAP/MDS NOT LATER THAN 31 MARCH. The International Air Cadet Exchange Association (of which CAP is a charter member) requires us to send to them the host wing programs not later than the middle of April. But even more importantly, it allows our guests to better plan their trips to your wing.



We realize that your plans could change even at the last minute. However, please send a program to the extent that you know it and include those things that you feel confident you will do even if not totally confirmed. These programs will be put on the web site and updated every time you change your itinerary. Electronic versions are acceptable. Send them to [iace@cap.gov](mailto:iace@cap.gov).

## Support

There are many sources of support available to the Wing.

**National Headquarters:** For each full day the visiting IACE Cadets and Escort(s) are in your Wing, National Headquarters will provide a stipend to help offset costs (call HQ CAP for details). Before the exchange, National Headquarters will send funds to the host wings. Any additional expenses incurred in hosting will be the responsibility of the Host Wing. (See **Fundraising Suggestions** for ideas for raising funds to support your hosting.)

**Funding:** While we try to help defray all the costs of hosting the International Air Cadet Exchange, HQ CAP cannot provide 100% of the funds necessary for you do to everything you want to do for your guests. We will provide a stipend for each cadet for each full day that they are in the host wings. Many wings overcome this limitation by seeking additional donations of funds, discounts, and services from both within and outside of CAP.



**You should not ask your IACE cadets and escorts to participate in raising funds during their visit.** However, if a civic club or local Air Force Association chapter, for instance, has helped you with your program, it is permissible to have the visiting cadets attend a meeting to share their experiences with the sponsoring organization. During the visits, the cadets can share their with the sponsors their gratitude for the assistance and some insights into their local culture. The sponsors will be gratified to see the fruits of their generosity.



## Host Families

Host families play a critical role in the success of the exchange. There are many stories of host families who stayed in touch with “their” cadets for over 25 years; some have even visited their cadets in their home countries. In a world where perceptions about America are vary between the extremely positive and extremely negative; host families are our most powerful tool for projecting the best of America to our international guests.

The selection of host families is the single *most important* decision the wing project officer makes (in conjunction with the wing commander).

Selection of host families should begin early in the planning process. Deciding to become a host family is an obligation requiring the agreement of the entire family, and it may take time. The process should not be rushed be waiting until the last moment.



**Selection Considerations:** All IACE Association members are concerned with the screening of host families. To that end, the Association has developed simple, but thoughtfully considered guidelines for the selection of host families. To ensure we comply with their requirements:

- a. Host families should include at least one adult CAP member who has completed CPPT (a Cadet Sponsor Member can fulfill this requirement). If unable to comply with this requirement, contact the NHQ Project Officer.



- b. Each international guest must have his/her own bed. A sleeping bag on the floor does not count.
- c. Cadets are not be assigned to a single adult household.
- d. A cadet and senior escort should not be assigned to the same bedroom.
- e. Ensure the international escort has the contact information for all the cadet and their host families.
- f. Host families need to be able to provide transportation to/from the activity sites.
- g. Host families should be sensitive to the religious beliefs of the cadets/escorts they are hosting. Some may want to attend service, other do not. They should not be made to attend.
- h. To make our international guests as comfortable as possible; it is best to put two cadets together with a host family. If female cadets are assigned to your wing, NHQ will make every effort to assign two females to the wing so they can share the same host family. DO NOT assign a male and female cadet together with a single host family.
- i. If you are not familiar with the potential host family's home, we suggest you visit the home prior to assigning the cadets. Ensure there is adequate space for the cadets assigned, and that the house is clean and the family fully prepared to take on this responsibility.



While there is no requirement for a host family to have a CAP cadet in the household, it can heighten the IACE experience: both for our international guests, and for the CAP cadets who have the chance to spend more time with the international cadets.

## Programmes (Itineraries)

One of the greatest features of the United States is its diversity: its people, its geography, its cuisine, its climate; its industries, and the ways it has fun. In many respects, America has as much diversity among its people as do the peoples of Europe and Asia. Every state



Hosts and their guests shop together to enrich their experience.

has offerings unique to itself that represents a tremendous source of pride and enthusiasm to you as a host. Every state will represent a revelation to our guests.

It's your job as a wing project officer (and staff) to help our international guests explore your state: in terms of culture, recreation, aviation and space industry, military capabilities, governmental structure, cuisine, CAP operations, and social life. Strive for a balance of activities among all these things.



Tours and demonstrations can enhance interest.

**Variety:** While there should be variety, emphasis should be placed on aviation-oriented activities such as flying and visits to Air Force bases and aviation-related industries. Trips to other military installations, CAP operations and activities, are also a hit with our guests, as are fun activities such as visits to local cultural attractions, museums, plays, theme parks, barbeques, and even the local swimming pool. And, our guests always love spending time with our cadets.

There are so many possibilities, that it is easy to completely fill a schedule with sightseeing, tours, group dinners, and other highly planned and choreographed events. Try to allow for some free time for your guests, a chance to unwind a bit, perhaps allow for a day with their host families, or an afternoon doing something that the guests planned as a group (hint: if you do this, try to plan for it during the latter part of the exchange, when they have more of an idea of what they want to do, and what your capabilities are).

Perhaps also allow them some time to share some of their culture with you. One wing's guests wanted to cook a dinner for their project officer and immediate staff highlighting dishes from their home countries. The project officer provided the funds and took the group shopping for the needed supplies. The cadets and their hosts had a wonderful time learning about each other.



It's normal for a host programme to have some long days. Access to facilities and dignitary schedules have to be accommodated. But please try to pace the schedule as well as you can.

## Activity Considerations

Murphy's Law is alive and well in the planning of IACE. The most effective way to combat Murphy is to engage in efficient preplanning with regular follow-up action. Your staff can be a valuable resource for this. **Always have an alternative plan available and anticipate the unexpected.** For instance, when planning a visit to an attraction, call the facility a couple of days out to confirm the admission fee (if any) and the hours of operation. If planning an outdoor barbeque, keep tabs on the weather, and have an alternative site available incase of bad weather. It may seem obvious, but these details can sometimes get lost in the last minute tasks and shuffles.

Another way to beat Murphy is to start early. Starting early gives you time to think things through, and match your wishes to your budget.

Other thoughts:

**Activities:** Providing interesting activities for our international guests in your wing is as unlimited as your imagination. As we've discussed, visits to air and space related facilities are highly encouraged. Your plans should include a visit to an Air Force (active, Guard, or Reserve) facility, if possible.

You must ensure that your base public affairs officer is aware of your visit so proper clearances can be obtained. Force protection dictates strict security precautions be taken for all foreign visitors. Our hosts in past years have reported little trouble in getting our guests into the facilities: but it does require working with the base in advance. Your State Director or Liaison Region Commander will be pleased to help you work with the bases to arrange tours and talks, perhaps even a flight.

Note: If you require any special information on your guests, such as special clearances to support your programme; please let National Headquarters know as soon as possible so we can help you with the details.



Flying the simulator



**Flying:** Our foreign guests love our system of general aviation; and it's a great way for them to see our forests, cities, and pastures. If at all possible, please arrange for the cadets to fly. Remember, flying IACE cadets is one of our flying missions, and no waiver or special permission is required to take our IACE guests aboard CAP aircraft. Refer to CAPR 60-1, Chapter 2-6e for assistance or clarification. Parental consent to fly in aircraft while participating on IACE will be on each participant's IACE information form.



**Religious Accommodations:** Your group may include a wide variety of religious faiths; therefore, you should familiarize yourself with some of the religious customs of your group. This includes potential dietary restrictions: for instance, people of the Jewish and Muslim faiths do not eat pork products; devout Catholics may eat fish on Fridays; etc.

Cadets/escorts may be invited to attend religious services; but under no circumstances should they feel pressured or required to attend. Please use discretion in selecting and matching host families with our guests to ensure that their religious beliefs do not interfere with the scheduled programme or make our guests feel uncomfortable. Always use caution in dealing with religious issues involving our foreign guests.

**Entertainment:** Entertainment must have proportion; otherwise it loses its appeal. Coeducational activities, receptions, sports, swimming and a broad assortment of outdoor activities should be planned. Include as many of your Wing's cadets of the same age as possible in these activities. Our cadets who are visiting other countries will be doing such things as white water rafting, hiking, mountain biking, soaring, going to theme parks, bowling, playing group sports, etc.



San Antonio river cruise

**Free Time:** Free time is an important ingredient for a successful exchange; it allows our guests to catch their breath, get to know their fellow group members and host families, and reflect on what they are experiencing with you.

How much free time to allot for them is a judgment call. A good rule of thumb is to plan a free period (2 – 6 hours) every couple of

days for your guests to do what they would like. This allows time for rest, shopping, activities with the host families, even laundry.

**Protocol:** A warm, planned welcome and farewell dinner are essential ingredients for a good host. When possible, have the high points covered by the news media. By all means invite the wing and region commander; and if possible, invite the mayor, local congressman or state representative, local base commander, even the governor (or representatives of these officials). These officials help provide an air of formality, show our guests how much we value their visit, and contribute to the newsworthiness of the occasion.



When inviting these officials, try to send the official invitation at least 90 days in advance to allow them to work you into their calendar. Provide details about the exchange and the CAP. Chances are they won't know you, so you'll have to sell it in a one-page letter and a handout. Chances are, once they understand who you represent, they will try their best to attend.

Cadet and escorts will want to look and feel their best during official visits with dignitaries; try not to schedule such visits on the day of their arrival. Give them a chance to rest and prepare themselves.

**Travel:** One mistake host wings are tempted to make is trying to show their guests everything of value in the state. This puts the cadets and escorts on a constant carousel of travel; and it burns out the wing project officer and their staff. Better to pace the visit and give your guests time to become acquainted with you and the host families; as well as become familiar with the surroundings. Proper pacing provides them with the chance to get their personal chores (laundry) done and gives them time to absorb all you are trying to give them.

## Transportation

**To/From the Host Wing:** In order for National Headquarters to provide the transportation from Washington DC to the host wings, each wing needs to provide HQ CAP/MDS (IACE) a confirmed



Orientation flights always a favorite

arrival and departure airport location as soon as possible, but not later than **1 February**.

We will do our best to work with you arranging travel schedules for your travel group and will try to get your guests to you as early as possible; however, due to funding constraints, our primary consideration will be ticket cost. Please try not to schedule activities with nonflexible start/end times for the date of arrival.



Choosing the right transportation is important

**Travel Within the Host Wing:** All travel within the host wing is the responsibility of the host wing. You as a CAP member and pilot may use Corporate or private aircraft for point-to-point transportation.

**Vans:** When traveling by ground use CAP corporate vans. Try to use one van for your guests, and another for luggage if using minivans, to keep your guests from feeling crowded, especially on long drives. When selecting your vans, ensure they are clean and in good working condition. To your guests, the condition of your planes and vans will represent the quality of Civil Air Patrol. Ensure your drivers have current CAP Operator's permits. If using more than one van, ensure the drivers can communicate with one another.

When driving with your guests, please ensure there is plenty of bottled water available. It seems a small thing, but many of your guests won't be used to the hot and humid weather that is standard for an American summer. They tend to feel the heat more than we do, and will appreciate this small detail.



## Information Activities

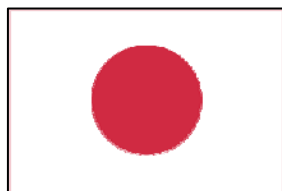
Get the word out! The international Air Cadet Exchange is a newsworthy activity, and can give your wing a big dose of publicity... just when parents are deciding what activities to enroll their kids in for the next school year!

While your IACE guests are in your wing you'll want to give news of their presence the widest possible dissemination. The following suggestions should be helpful in handling public relations:

- a. To permit local print and television news editors time to plan news and picture coverage; inform local news media of the schedule and programmed activities well in advance of the Cadets' arrival.
- b. Prepare and disseminate to the local media a news release on the foreign cadets' visit. Involve you wing's Public Affairs officer in this process.
- c. Make maximum use of public appearance forums, scheduling guests for appearances before the Chamber of Commerce, Kiwanis, Rotary, Civitan, and other appropriate civil and local chamber of commerce and fraternal organizations.
- d. Post an IACE website on the Internet. This will allow our guests' friends and family (as well as local news media and potential sponsors) to see what is happening on the Exchange. Please forward the URL to National Headquarters/MDS so we may send the link t the participating countries.



## DUTIES DURING THE EXCHANGE



### Programmes (Itineraries)

Provide the cadets and escorts with a printed copy of your programmes when they arrive. Try to arrange an evening briefing each night (or as often as practical) to inform them of any changes and to give them a chance to ask questions about the following day's activities.

Adjust the schedule according to the actions of the Cadets and Escorts. **Stay Flexible (Semper Gumby).**

SAMPLE PROGRAMME		
<u>Day</u>	<u>Activity</u>	<u>Dress</u>
Friday, 20 Jul 20XX		
Arrive:	Your Wing	Travel
1700	Welcome BBQ	Casual
Saturday, 21 Jul 20XX		Casual
0700	Breakfast	
0800	Depart for Air Museum	
0830	Tour Air Museum	
1200	Lunch	
1300	Depart for CAP Squadron	
1330	Afternoon O-Flights	
1700	Depart to change for dinner	
1830	Dinner w/Mayor & Wing/CC	Formal



Appreciating local dress

### Media Coverage of Activities

Obtain good action pictures of our guests and be sure to accurately identify them and the countries where they are from. To do a photo caption, each Cadet/Escort pictured must be identified by name and host country, and a brief description of the action taking place must be provided.

These photos are essential for telling the IACE story in local and CAP media. The "CAP Volunteer" Magazine will likely use these pictures in their features. You may even see the pictures on CAP's



IACE web page or in future editions of this booklet and other promotional material.

Digital images are the preferred format with a pixel resolution of no less than 300 pixels per inch. E-mail images with caption information and/or news stories to [capnews@cap.gov](mailto:capnews@cap.gov). If mailing in prints, do not write or type on the backs of the photos, as the impressions made by the pressure may be seen through the photo. Instead, provide photo-caption information on the separate sheet of paper along with the photos.

Photos are terrific, but just as important are true stories of cadet experiences. Obtain some usable quotes from your foreign guests on their reaction to American home life, tours, culture, picnics, sports, dances, or CAP.

## Emergencies

Despite all precautions, there is always a possibility that one of your foreign guests may become ill or injured. You should be prepared and have a plan to cope with any emergency. Take all required emergency actions. In the event you have to take a cadet or escort to a health care facility, notify CAP National Headquarters' National Operations Center 24/7 at 888.211.1812. They will put you in touch with the IACE project Officer.

The IACE Memorandum of Agreement states: "Member organizations are required to insure their participants against any damages resulting from accidents or illness, or otherwise safeguard all receiving countries from any such claims." You should assist the Escort in taking all required emergency actions. If hospitalization is required, and you are near a USAF installation, visiting cadets are authorized **only** emergency medical and hospitalization at no charge except subsistence. Authority: AFH 41-114, Section 36, Table 36.



A close-up look at NASA's  
Apollo Mission Control



## DUTIES AFTER THE EXCHANGE



Within 30 days of the conclusion of your hosting phase, prepare and send to NHQ CAP/MDS (via e-mail or snail mail) a complete summary, in narrative form, of all activities conducted for the for your cadet and escort guests.

Important things to put down include activity highlights (pictures are great additions to the report!), a critique of the host families and other lodging facilities; health care or disciplinary issues; etc. Include accomplishments as well as challenges... we want to hear about the great things you've done, as well as the challenges. If there are challenges or opportunities for improvement, please provide the solutions you have formulated. If you have any ideas for changes to be made to the program, include them as well.

Finally, provide a list of expenses, including those items that the NHQ stipend did not provide for.

By the way, suggestions for this guide are always welcomed. Mail suggestions to HQ CAP/MDS: IACE, 105 South Hansell St. Maxwell AFB, AL 36112-6332.

## FUNDRAISING SUGGESTIONS

The stipend which National Headquarters provides to host wings to host IACE does not cover all expenses. Successful host wings begin their fundraising/donation efforts early in the planning year to cover the additional expenses. Here are some suggestions to help you generate additional resources:



### **Money and service donations**

- Identify and create a list of potential fundraising resources that exist within your local communities in the wing. Examples are: civil organizations, economic development boards, higher education, local foundations, corporations (especially aviation-oriented ones), your local Air Force Association Chapter, IACE cadet alumni, wing members who own their own businesses, etc.
- Some large retail chains like Walmart\* offer small grants each quarter to youth and nonprofit organizations. Your local retailer can give you details.
- Assure that each fundraising prospect will support and relate to the IACE mission. Thoroughly research any fundraising guidelines that the organization publishes. These can be obtained by calling the organization or through an Internet search.
- Assure that your proposals follow the funding organization's prescribed format. Follow their instructions carefully. Many organizations will automatically discard proposals not properly completed, regardless of the merit of the cause.
- Proposals are also likely to be turned down if they are poorly written and difficult to understand. It's a good idea to have several members critique your proposals before you submit them. One idea to improve the quality of your proposal is to show the value the IACE program can build in the community; as well as how the organization can derive value in participating in the cultural exchange.



- If possible, Wing leadership should participate in the development of relationships with proposed benefactors. Face-to-face appointments to explain the IACE mission are especially helpful; that said, often times a telephone call from senior leadership can be the beginning of a good relationship.
- Be realistic about the activities and amounts being requested. Many organizations can easily provide gifts of up to \$500 if they perceive the request to be in line with benefit to the community and cadets. Only promise what can be realistically delivered for the amount requested.
- Consider asking the organizations to sponsor an activity, such as a BBQ, dinner, museum tour or theme park day. This way they can more easily identify with a tangible piece of the activity. Prepare a list of needs and the associated dollar amounts that can be suggested to a prospective donor.
- Many organizations have “funding cycles. Determine proposal deadlines and plan to have your proposal in at least one month before the deadline.
- Work with the Director of Program Development, CAP National Headquarters, to develop proposal lists and to develop potential strategies. Call 334.953-3711.

**\*Note: Use of Walmart’s name does not constitute an official endorsement by Civil Air Patrol or the International Air Cadet Exchange Association.**

## Other Ideas

Fundraising is not the only way you can stretch your IACE dollar. Here are some additional suggestions:

- Look through the local newspaper for coupons for items you know you will commonly use during the exchange. Saving \$.50 per 12-pack of bottled water (times 10 packs) will save you a considerable amount.
- Go to the attractions you want to take the cadets to and ask for discounted/free tickets for the IACE cadets. Explain

the IACE and CAP programs and ask for assistance. You'll likely get a discount. Even 10% helps.

- If planning meals at restaurants, search for restaurants which are advertising discounts or passing out 2 for 1 specials.
- If your wing has a state tax exempt number, use it. Many wings forget that they may have this agreement. Get a copy of your tax-exempt certificate.

Attachment 2

## TELEPHONE SCRIPT DONOR SOLICITATION

Hello Mr.(s) \_\_\_\_\_, this is \_\_\_\_\_ and I'm calling on behalf of the Civil Air Patrol. For sixty years the Civil Air Patrol has performed their missions as mandated by Congress in the areas of Aerospace Education, Cadet Programs, and Emergency Services. Our unit, (name of unit) has served its community by (give examples of activities performed by unit) \_\_\_\_\_

Mr.(s) \_\_\_\_\_ we need your support this year to (funds used for?) Is there any gift amount you feel you can help us with at this time?

(if **yes** : That's terrific. We'll be sending you a letter to thank you for your support. Let me verify your address: \_\_\_\_\_ We will also be sending you an envelope to mail back your gift. Thank you again for your support.)

(if **no**: I can understand if this isn't a good time. Even if you waited a few weeks to send your contribution, it would help us . Do you think you could help in the next 30 days?)

(if **no**: I am sorry you won't be able to help us right now. Thank you for taking the time to speak with me. Good bye)

Attachment 3

## SAMPLE FUNDRAISING LETTER

Dear \_\_\_\_\_:

You may never need us... but right now we need you.

For 60 years the Civil Air Patrol has performed their missions as mandated by Congress: Aerospace Education, Cadet Programs, Emergency Services. More than 60,000 volunteers who share a love of aviation and community involvement have served in this auxiliary of the United States Air Force. Some of the more recent activities of the CAP in response to the tragic disaster of September 11, include transporting blood and supplies to New York City for the American Red Cross, air digital photography of disaster sites, communications support for state Emergency Operations Centers, monitoring airports, and air transportation for government officials.

Your donation to our nonprofit organization will enable us to continue our role as a provider of educational and humanitarian efforts in our community and to the nation as a whole. I would be more than happy to provide you with more in depth information about the Civil Air Patrol and how your donation will have a direct impact on our mission. Please call me at \_\_\_\_ (phone number). If you prefer, you can mail your donation to: (name) (address). Thank you in advance for your support.

Most sincerely,

(signature)

(Name)

(Title)

Attachment 4  
**IACE 2007: DATES TO REMEMBER**

The official dates of the 2007 exchange are 17 July to 1 August. However, due to some overnight travel requirements some participants may have to travel outside these dates. In addition, because some CAP Cadets are spending time in Washington DC in route to their host country, they and their escorts will have to begin their journey a few days earlier. Dates mentioned for Cadets below also apply to the appropriate escorts.

**PHASE I:**

CAP Cadets and Escorts:

- 14 July** - CAP Cadets bound for Canada, Europe, and Middle East depart home and arrive in Washington DC.
- 16 July** - CAP Cadets bound for Europe and Middle East countries depart Washington DC.
- 17 July** - CAP Cadets bound for Europe and Middle East Countries arrive in host nation
- 17 July** - CAP Cadets bound for Canada depart Washington DC and arrive in Canada
- 17 July** - CAP Cadets bound for Pacific Rim destinations arrive in their host countries.  
(NOTE: Departure date for cadets bound for Pacific Rim countries will depend on specific destinations and departure points.)

International Cadets and Escorts:

- 17 July** - All international Cadets arrive in Washington DC
- 20 July** - All international Cadets depart Washington DC and arrive in host wings

**PHASE II:**

CAP Cadets and Escorts:

- 1 Aug** - CAP Cadets depart host countries and arrive at home.

International Cadets and Escorts:

- 30 Jul** - International Cadets depart host wings and arrive in Washington DC
- 1 Aug** - All International Cadets depart Washington DC for home.





**2007**  
**International**  
**Air Cadet Exchange**  
**Wing Hosting Guide**

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